

**APPROVED**  
**Cedar Area Fire & Rescue Board**  
**Regular Meeting**  
**Thursday, February 3, 2022 at 7:00 pm**  
**Cedar Fire Department**

Call to Order

Chairman Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff. Rick Royston was absent.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. **Motion by DePuy to approve the agenda as presented, second by Schaub. All in favor, motion carried.**

Minutes: Approval of January 6, 2022 General Meeting Minutes – The board briefly discussed. **Motion by Schaub to approve the January 6, 2022 General Meeting Minutes as presented, second by DePuy. All in favor, motion carried.**

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for January. There was no complete financial summary, as the bank statements had not yet been released for the month. These will be provided to the group when the bank statements are released.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

**Schaub moved to accept the January vendors payable as presented, Comeaux seconded. All in favor, motion carried.**

**DePuy moved to accept the January payrolls as presented, Schaub seconded. All in favor, motion carried.**

The board briefly discussed per diems. There was consensus that Julian be paid a per diem for the meeting with the township supervisors in January.

**Comeaux moved to accept the January financial statements as presented, Schaub seconded. All in favor, motion carried.**

Boomer had presented a budget amendment to the board for approval in the financial packets (see attached). The board briefly discussed. **DePuy moved, Schaub seconded to approve the budget amendment for February 2022 as presented. All in favor, motion carried.**

Presentation – None

Unfinished Business:

- a. Strategic Planning – Doornbos updated the board on the number of responses he has received to his surveys of community members and staff/board. He would still like to see additional responses. By the end of February or beginning of March, staff will begin working on a strategic planning timeline for the next five years.
- b. 2022 Special Meeting with Township Officials – Julian met with the supervisors of the other three townships and discussed the options in front of the fire department regarding the interlocal agreement/authority and capital improvement and how they would like to move forward. Julian summarized the discussion that was held between the four supervisors, and considered it productive. There was discussion held between the supervisors regarding the potential formation of an authority, the maintenance/capital improvement of the current building, and the building of a second station.

In general, there was little support for the formation of an Authority amongst the supervisors at this time. The supervisors did not see enough difference between the current agreement and an Authority to proceed further. However, the supervisors were requested to take the question back to their boards for further discussion. The discussion then moved to the need for improvements to the current building. There was some discussion of whether the needed items were maintenance or capital. The general feeling was that, regardless, the cost should be borne by all four townships. The third portion of the discussion focused on the building of a new station. Julian was tasked to meet with department attorney David Bieganowski to create a Memorandum of Understanding to amend the Interlocal Agreement to allow the department to pay for capital costs at both the existing station and the new station, with all four townships contributing equally. Julian reached out to Bieganowski, who is interested in helping to draft this document, but Julian would like approval from the board to move forward with this.

Julian would like to see a communication sent to the four township boards to ask them to discuss the issue of capital costs for both the existing building and new building being borne by all four townships. Centerville has already discussed this at their monthly board meeting, and they are supportive of a MOU that would share building costs between the

four townships. The board discussed the issue. If all four townships are supportive of the development of such an MOU, Julian would like to meet in a subcommittee of himself and Comeaux (with Schaub as an alternate) with Doornbos and Bieganski to develop a draft MOU.

When and if a draft MOU is created and the fire board has had a chance to review, it can be passed to the township officials for review, attorney review, feedback, and eventual approval. DePuy still thinks that the department should continue moving towards an Authority, to better allow the department to purchase and own equipment. Schaub asked if the board should continue reworking the entire interlocal agreement. The board and chief extensively discussed how to move forward with the discussed issues.

The board came to the consensus that while they would still like to see an authority formed, they will move forward with the outlined process for an MOU, to try to get clarification regarding capital and infrastructure issues moving forward. The township board representatives (besides Centerville) will approach the township boards at the upcoming township meetings, to gain consensus that the fire board will move forward with drafting an MOU regarding capital and infrastructure issues going forward. Julian and Boomer will draft an email to the townships on Friday.

- c. Interlocal Agreement Review Process – No further discussion. This will be combined with the previous agenda item into Interlocal Agreement Updates for future meetings.

#### New Business:

- a. 2022 FYE Audit – Gabridge has proposed the same fee for the audit as the past two years, of \$2,840. Boomer recommended that Gabridge be hired for the 2022 FYE Audit. **Comeaux moved, Schaub seconded to approve the 2022 FYE Audit in the amount of \$2,840. All in favor, motion carried.**
- b. New Employee Hiring – Doornbos has interviewed Bill Featherstone for a part-time firefighter/paramedic position. Featherstone is currently working full time for Long Lake. Doornbos recommends the hiring of Bill Featherstone as a part-time firefighter/paramedic, effective 2/3/2022. **DePuy moved, Comeaux seconded to hire Bill Featherstone as a part-time firefighter/paramedic, effective 2/3/2022. All in favor, motion carried.**
- c. Any New Business – None

#### Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report. Since moving to partial ALS-status, the department has transported over half of their ALS patients as the primary ALS provider, with no need for an intercept for another agency. For January, it was 9 of 14 ALS calls where Cedar provided primary ALS service. The department passed the annual state EMS audit on Tuesday. On February 2, the

department worked a major residential structure fire – Doornbos summarized the operations and will have additional information in the February chief report.

- b. Department Staff – None
- c. Chairman – If support is received from the other three townships regarding the MOU, Julian will work to make progress on the draft of the MOU prior to the March meeting.

Citizens Comments – Trina Pleva suggested posting notices in the post offices regarding the surveys; she thinks that the lack of response indicates satisfaction with the way the department is being run. She would be interested to know if other departments in the state function as an interlocal agreement rather than an authority. She thinks the transition to an authority will need to be taken in baby steps.

Board Member & Chair Comments – DePuy is still interested in working towards an Authority, but thinks the department has come forward leaps and bounds from where it was 6-7 years ago.

Ron Schaub thinks that there has been a lot of progress in the last several years. He thinks the townships are finally starting to see how the board is running the fire department, and the confidence is improving every year. By taking small steps toward an Authority, there is a better chance of success than trying to make the full jump at one time. The public is being willing to approve larger millages, because they are seeing the increased services they are seeing from the department. People are getting excited about the ALS transition, and are getting behind the fire department.

The board briefly discussed the history of the department and volunteer departments in general.

Next Meeting Date – The next regular board meeting is scheduled for Monday, March 7, 2022 at 7 pm.

**With no further business, Comeaux moved to adjourn the meeting at 8:30 pm, Schaub seconded. All in favor, motion carried.**

Respectfully submitted,

Dana Boomer  
Recording Secretary

Expenditures						
ACCOUNT						
NUMBER	Description	2021/22 As Amended	Proposed Amendment	As Amended 2/2022	As of 1/31	%
AMBULANCE FUND 651						
702.000	On Duty	\$257,500.00	-\$10,000.00	\$247,500.00	\$191,716.53	77.46%
702.001	On Duty Overtime	\$63,000.00	\$24,000.00	\$87,000.00	\$66,887.41	76.88%
702.005	Parttime	\$37,000.00		\$37,000.00	\$27,800.00	75.14%
702.006	Vacation/Personal	\$23,100.00		\$23,100.00	\$14,717.46	63.71%
704.000	IRA - Board Cont	\$50,906.00		\$50,906.00	\$40,590.94	79.74%
715.000	FICA/Medicare	\$17,000.00		\$17,000.00	\$9,254.42	54.44%
716.000	Health Insurance	\$65,000.00	\$15,000.00	\$80,000.00	\$62,197.33	77.75%
716.003	Life/Long Term Dis Insurance	\$5,150.00		\$5,150.00	\$4,319.20	83.87%
702.011	Disability	\$3,000.00		\$3,000.00	\$2,357.38	78.58%
	Stipends	\$750.00		\$750.00	-\$350.00	-46.67%
702.007	Holiday	\$4,500.00	\$2,000.00	\$6,500.00	\$5,643.42	86.82%
702.008	Longevity	\$5,000.00		\$5,000.00	\$2,500.00	50.00%
702.000	Fire Chief	\$80,000.00		\$80,000.00	\$60,577.02	75.72%
703.000	Asst Chief/Admin	\$20,000.00	-\$20,000.00	\$0.00		0.00%
703.004	Bookkeeper/Admin	\$20,000.00		\$20,000.00	\$15,500.00	77.50%
703.007	Admin Board Wages	\$15,000.00		\$15,000.00	\$12,000.00	80.00%
703.008	Mileage	\$2,000.00		\$2,000.00	\$408.12	20.41%
	Total Personnel C/C	\$668,906.00		\$679,906.00	\$516,119.23	75.91%
745.000	Personnel Uniforms	\$4,158.00		\$4,158.00	\$904.40	21.75%
760.000	Medical Supplies O/2	\$8,085.00		\$8,085.00	\$6,137.11	75.91%
760.001	ALS Initial Supplies Purchase	\$7,300.00		\$7,300.00	\$7,213.97	98.82%
801.000	Billing Services - Accumed	\$5,000.00	\$1,500.00	\$6,500.00	\$4,843.13	74.51%
801.001	ALS Intercept Payout	\$17,000.00	\$1,000.00	\$18,000.00	\$15,750.00	87.50%
934.000	Vehicle Repair/Maint	\$23,000.00	-\$15,000.00	\$8,000.00	\$5,503.25	68.79%
	Total Cost C/C	\$64,543.00		\$52,043.00	\$40,351.86	77.54%
956.000	Licenses - Ambulance	\$1,600.00		\$1,600.00	\$1,251.55	78.22%

956.001	Computer Support		\$7,500.00		\$7,500.00	\$6,204.71	82.73%
726.000	Office Supplies		\$1,750.00		\$1,750.00	\$1,431.08	81.78%
730.000	Postage		\$350.00		\$350.00	\$259.60	74.17%
742.000	Physical Exams		\$7,000.00	-\$3,000.00	\$4,000.00	\$3,574.87	89.37%
742.001	Firefighter Equip		\$8,000.00		\$8,000.00	\$7,515.93	93.95%
742.002	Fire Ext Maint		\$1,000.00		\$1,000.00	\$746.00	74.60%
742.003	Air Pack Maint		\$3,500.00	-\$1,500.00	\$2,000.00	\$1,713.47	85.67%
742.004	Extraction Tool Rep.		\$1,155.00		\$1,155.00	\$883.05	76.45%
745.000	Turnout Gear		\$4,620.00	\$7,000.00	\$11,620.00	\$7,660.49	65.93%
748.000	Fuel (Gas)		\$3,500.00		\$3,500.00	\$3,126.84	89.34%
748.001	Fuel (Diesel)		\$10,000.00		\$10,000.00	\$7,919.24	79.19%
	Total Supplies C/C		\$49,975.00		\$52,475.00	\$42,286.83	80.58%
801.000	Audit/Professional		\$4,000.00	\$1,000.00	\$5,000.00	\$4,610.00	92.20%

801.001	Dues & Publications		\$500.00	\$500.00	\$1,000.00	\$548.05	54.81%
801.002	Payroll Processing		\$2,400.00		\$2,400.00	\$2,134.80	88.95%
850.000	Cellular Telephone		\$1,500.00		\$1,500.00	\$114.90	7.66%
	Total Cont. C/C		\$8,400.00		\$9,900.00	\$7,407.75	74.83%
910.000	Insurance/Fleet		\$34,000.00	-\$12,000.00	\$22,000.00	\$20,403.00	92.74%
910.001	Workers Comp		\$30,000.00		\$30,000.00	\$26,802.00	89.34%
923.000	Bldg Repair & Maint		\$25,500.00	\$5,500.00	\$31,000.00	\$23,769.80	76.68%
923.001	Utilities & Heat		\$12,000.00		\$12,000.00	\$8,109.82	67.58%
930.000	Snow Removal		\$2,000.00		\$2,000.00	\$350.00	17.50%
932.000	Radio Repair & Maint		\$6,000.00		\$6,000.00	\$4,375.00	72.92%
932.001	Air Compressor Maint		\$3,000.00		\$3,000.00		0.00%
932.002	Small Tools & Repair		\$1,155.00		\$1,155.00	\$343.28	29.72%
934.003	Ladder/Hose Testing		\$2,655.00		\$2,655.00		0.00%
956.000	Firefighter Training		\$17,500.00	\$4,000.00	\$21,500.00	\$18,494.93	86.02%
956.001	Wifi/Internet/Cable		\$2,894.50		\$2,894.50	\$2,263.14	78.19%
	Total Operating C/C		\$136,704.50		\$134,204.50	\$104,910.97	78.17%
	Repayment of Capital Fund		\$20,000.00		\$20,000.00	\$20,000.00	100.00%
	Contingency		\$21.03		\$21.03		0.00%

	Total Expenditures		\$948,549.53		\$948,549.53	\$731,076.64	77.07%